

STATE OF FLORIDA

Department of Highway Safety and Motor Vehicles

SECTION:	SUBJECT:	PAGE:
4-A	UNIFORM TRAFFIC CITATION PROCEDURES FOR COMPLETION	1 OF 7

1. COMPLETION OF UNIFORM TRAFFIC CITATION

Make sure that a hard divider is used between the sets (three copies) when completing the citation. A ball point pen should be used to insure that the information is legible on all three copies. **(Print all information in black ink).**

2. STEP-BY-STEP PROCEDURES

- a. **County** – Print the complete name of the county in which the offense occurred and enter the two digit county code from Appendix “A”. This block is important and must be filled in even though the offense may have occurred inside the incorporated limits of a city.

NOTE: After the first entry is written, check the last page (pink copy) to make sure all copies are legible. If all copies are not legible, trace over the citation. This takes only a few seconds and in many instances saves the officer and Clerk of Court personnel considerable time in transmitting an unreadable copy.

- b. **City** – Enter only if violation occurred within city limits.
- c. **Agency** – All Police Departments print the name of your agency above the word “Agency” and “X” the small box “P.D.” (Police Department). In addition, enter the two digit agency location code from the Appendix “A”, following the name of the agency. All Sheriff’s Offices and Florida Highway Patrol, “X” the small box “S.O.” **OR** “F.H.P”. All other Law Enforcement Agencies print the name of the agency in the block provided above the word “Agency” and “X” the small box “Other”. **Do not abbreviate agency name unless approved by Clerk of Court’s Office.**
- d. **Date of Offense** – Legibly print the first three letters of the day of the week. Enter in 6/8 digit numeric date. **Example: 02-01-07 or 02-01-2007.** Enter the time that the offense occurred (do not use military time). “X” the appropriate box, a.m. or p.m.
- e. **Violator’s Name** – Enter the name of the violator exactly as it appears on the driver license, or identification card, with the first name first, the middle name or initial, then last name. **Example: John Edward Violator or John E. Violator.** In the event the violator does not have a driver license or identification card, enter the FULL name. The right thumbprint must be placed on the reverse side of the first copy (Complaint) when the violator does not have a driver license card pursuant to F.S. 322.15(2).

STATE OF FLORIDA

Department of Highway Safety and Motor Vehicles

SECTION: 4-A	SUBJECT: UNIFORM TRAFFIC CITATION PROCEDURES FOR COMPLETION	PAGE: 2 OF 7
------------------------	--	------------------------

If the violator has an expired license, enter the name as it appears on the expired license. If it is an out-of-state license with the last name first, reverse the order and list the first, middle and last name.

NOTE: If the violator has changed his or her name since the issuance of the license, then enter the new name in the comments section on the citation.

- f. **Street** – Enter the violator’s current address.
Always ask the violator for his/her current address since there may be cases in which the violator changed addresses since the issuance of his/her license. If the address differs from that on the driver license, “X” the box on the citation indicating a change in address. If the person does not have a drivers license or identification card and are transient or the address is unknown, enter “123 Anywhere Street.”
- g. **City-State-Zip Code** – Enter the city (**do not abbreviate**) and state in which the violator resides. Use the proper two-letter abbreviation for the state. (See Appendix “A”, page one.) Enter zip code. If the person does not have a driver license or identification card and are transient or the city is unknown, enter “Anywhere” as city.
- h. **Telephone Number** – Enter the telephone number where the violator may be contacted in case additional information is required.
- i. **Date of Birth** – Enter date of birth of violator by month, day and year using numbers only, (six digits). **Example: 09-15-52.**
- j. **Race** – Enter race as “W” (White), “B” (Black), “I” (American Indian), “A” (Asian), “H” (Hispanic) or “O” (Other). The above race codes are the only acceptable codes.
- k. **Sex** – Enter “F” (Female) or “M” (Male) **as indicated on the license.**
- l. **Height** – Enter the violator’s height as shown on the driver’s license.
Example: 5’10” or 5-10.
- m. **Driver License Number** – Enter the 13 digit driver license number as it appears on the license using the blocks provided. The Florida driver license will have one alpha character, which is always the first letter of the driver’s last name, followed by twelve numeric characters.
 - (1) If the violator presents an expired or suspended licenses or identification card, enter that number in the space provided.

STATE OF FLORIDA
Department of Highway Safety and Motor Vehicles

4-A

UNIFORM TRAFFIC CITATION
PROCEDURES FOR COMPLETION

3 OF 7

- (2) If a driver license number, ID card number or non-licensed record number is obtained by a computer response, enter that number in the space provided.
- (3) If the violator does not have a driver license, (except as stated in (2)) OR ID card, leave the blocks provided for a driver license number blank.
- n. **State** – Enter the state which issued the driver license using the proper two letter abbreviation. (See Appendix “A”, page one.)
- o. **Class** – Enter Class A, B, C or E for those who have been issued a Florida classified driver license. There may be some of the older type licenses in use and valid, enter “Class D”, “Operator”, “Chauffeur”, “Restricted”, or “Temporary” to designate the class of license.
- p. **CDL License** – Circle “Y” or “N” to indicate whether driver license is commercial or not. (Florida Commercial driver license would be class A, B, or C.)
- q. **Year License Expires** – Enter the year the license expires or expired.
Example: 2008
- r. **If Commercial Motor Vehicle** – Enter an “X” in the box if driving a commercial motor vehicle.
- s. **Year Vehicle – Make – Style – Color** – Enter the year and make of the vehicle .
Example: 2006 Ford. Enter the style of vehicle. **Example: 2-DR, 4-DR, S.W. (station wagon), Truck, etc.** Next, enter the color of vehicle – general color designation is requested rather than the manufacturer’s color name. **Example: blue, black, white.** If the vehicle is two-toned, use a slash to indicate such.
Example: white/blue.
- t. **If Placarded Hazardous Material** – “X” the box if operating a commercial motor vehicle placarded to haul hazardous materials.
- u. **Vehicle License Number – State – Year Tag Expires** – Enter the complete tag number displayed on the vehicle. **Example: QJR-144.** Enter the name of the state in which the vehicle is registered, using the proper abbreviation. (See Appendix “A” page one.) Next, enter the expiration year displayed on the tag.
- v. **If Companion Citation(s)** – If **more than one citation** is issued to the violator, place an “X” in the box. **Node** may be completed if required by individual county.

STATE OF FLORIDA

Department of Highway Safety and Motor Vehicles

SECTION: 4-A	SUBJECT: UNIFORM TRAFFIC CITATION PROCEDURES FOR COMPLETION	PAGE: 4 OF 7
------------------------	--	------------------------

w. **Location** – Enter the road number where violation occurred. If not an interstate, federal or state road, then list the name of the street. If not named, then enter “county road” or “street unidentified”. Give the distance from the nearest town.

x. **Offense** – Place an “X” in the box to the left of the appropriate violation.
IMPORTANT: “X” only one box. Violations not listed must be printed in the space provided.

- (1) **If more than one charge is made against the same violator, each must be on separate citations. DHSMV must have a citation number for each violation and each disposition.**
- (2) If unlawful speed is “X’d”, both the posted speed or applicable speed and the violator’s vehicle speed must be entered.
- (3) Below unlawful speed entries there are boxes labeled “Interstate, 4-Lane Hwy. with 20 ft. median outside business or residential district”, place an “X” in either box, when applicable. This is important for insurance implications, as provided in Florida Statute 626.9701.
- (4) If cited for “Speed Too Fast for Conditions”. Enter the existing conditions, such as: rain, fog, heavy traffic, children in the street, etc.
- (5) It is important to properly record the respective speeds, since the assessment of points against an individual’s driver history record in DHSMV. is dependent upon the speed listed by the officer on the citation.
- (6) When an airplane, radar, laser, etc., is used in making an arrest, the appropriate charge is to be indicated as explained above. In addition, the word “aircraft”, “radar”, “visual”, etc., should be placed in parentheses in the section reserved for “other Violations or Comments pertaining to offense”.
- (7) If the charge is “Improper Passing”, “X” the applicable box and in the section reserved for “Comments”, explain the type of violation.
Example: hill, curve, etc.

STATE OF FLORIDA

Department of Highway Safety and Motor Vehicles

SECTION:	SUBJECT:	PAGE:
4-A	UNIFORM TRAFFIC CITATION PROCEDURES FOR COMPLETION	5 OF 7

- (8) If the charge is “Violation of Right-of-Way”, “X” the applicable box and in the section reserved for “Comments”, explain the type of violation.
Example: to emergency vehicle, yield intersection, etc.
- (9) If the charge is “D.U.I.”, “X” the applicable box and also record the blood alcohol level percentage. **NOTE: This should only be done when B.A.L. is below .08 otherwise a D.U.I. citation shall be written. Additional DUI charges for DUI property damage, personnel injury, etc. should be issued on a regular UTC. (See NOTE in Section 4-B.)**
- y. **Other Violations or Comments** – If the violation is not listed on the citation, describe the violation in this space. Do not abbreviate. **NOTE: If a listed violation has been “X’d” and the officer would like to make additional comments, care must be taken that the “X’d” violation and comment are not conflicting so that the comment cannot be construed as an additional charge.**
- z. **Aggressive Driving** – “X” this box when there are 2 or more violations in accordance with F.S. 316.1923. **NOTE: Do not write citations under F.S. 316.1923. Citations should be written under offenses described in F.S. 316.1923. This box should still be marked if only one citation was written but 2 or more violations under F.S. 316.1923 occurred.**
- aa. **In Violation of State Statute Section and Sub-Section** – Enter Florida Statute number corresponding to violation, including subsections when applicable.
- bb. **Crash Case** – “X” the appropriate box to indicate whether or not a citation is being issued as a result of a crash investigation. **If yes is marked, mark the following:**
- (1) **Property Damage** – “X” the appropriate box, if yes, enter the total dollar amount of ALL property damage including damage to all motor vehicles as well as other property damage.

STATE OF FLORIDA

Department of Highway Safety and Motor Vehicles

SECTION: 4-A	SUBJECT: UNIFORM TRAFFIC CITATION PROCEDURES FOR COMPLETION	PAGE: 6 OF 7
------------------------	--	------------------------

- (2) Injury to Another – “X” the appropriate box, as to whether there was personal injury to another.

Serious Bodily Injury to Another – “X” the appropriate box, as to whether there was serious bodily injury to another.

- (3) Fatal – “X” the appropriate box, as to whether there was one or more fatalities.

cc. **Violation Requirements**

- (1) **Criminal Violation – Court Appearance Required** – Enter an “X” in this box when citation was issued for criminal violation.
- (2) **Infraction – Court Appearance Required** – Enter an “X” in this box when the citation issued is for an infraction that requires the violator to appear in court as a result of a crash causing death or serious bodily injury to another person; passing school bus on enter/exit side while bus is stopped, F.S. 316.172(1)(b); load dropping, shifting, leaking/blowing off and not covered, F.S. 316.520(1) and (2); or speeding which exceeds the speed limit by 30mph or more.

NOTE: The reverse side of violator’s copy should not be completed for criminal violations and infractions that require court appearance.

- (3) **Infraction – Court Appearance NOT Required** – Enter an “X” in this box if the citation issued is for an infraction that does NOT require the violator to appear in court.

- dd. **Court Information** – Must be filled out completely on every citation written even if the violator was placed in jail. Enter the date and time the court appearance is scheduled and name of the court. If the court is unknown, use the wording “County Court” for court name. Give the proper location of the court building and street address if available, if not, give the violator directions to the court. In some areas, the court notifies the violator as to time and location of court. In this instance, write in “to be notified”. Indicate the applicable civil penalty for the court. Some areas require the violator to appear at a traffic violations office and pay fine, make an election, or set a court date. Under all circumstances, fill out this information and explain to the violator the importance of this section in regard to appearing before the court. **Check with the Clerk of Court’s Office for the appropriate information to fill in this section.**

STATE OF FLORIDA

Department of Highway Safety and Motor Vehicles

SECTION: 4-A	SUBJECT: UNIFORM TRAFFIC CITATION PROCEDURES FOR COMPLETION	PAGE: 7 OF 7
------------------------	--	------------------------

- ee. **Arrest Delivered To** – If the violator is arrested and delivered to a deputy, enter “Sheriff” and place delivered, such as jail or scene of arrest. If not to a deputy, enter the agency and location where delivered. Other examples include: Police Headquarters, Patrol Station, Hospital, etc. Should a warrant be issued, write the words, “Warrant Issued”. Enter the date of arrest by month, day and year. It may not be the same as the offense date. **Example: Hit and run apprehended at a later date.**
- ff. **Signature of Violator** – In the space provided, have the violator sign his/her name on each citation issued. If the violator is unable or refuses to sign the citation(s), show in the space provided for signature “refused to sign” or “unable to sign”. If the violator signs with an “X”, sign underneath that you witnessed their signature.
- gg. **Rank and Signature of Officer** – Show appropriate rank. The officer shall sign his/her name legibly. If the signature is not legible, print your name above or below.
- hh. **Badge Number** – Enter assigned badge number, if applicable.
- ii. **I.D. Number** – Enter I.D. number, if applicable.
- jj. **Troop or Unit** – Show troop letter or unit identification. **Example: Vice Squad, Patrol, Detective, Motor, Squad Number, etc.**